

NOTICE OF INTENTION TO SELL PROPERTY (USA)

DATE: _____

TO: [Name and address of debtor]

RE: [identification of the transaction]

This notice is to inform you that, because of your breach of the contract between us dated the _____ day of _____, _____, we have taken possession of the following property:

[insert the property that is being held],

We will be selling the above property at [public/private] sale on the _____ day of _____, _____. A sale could include a lease or license.

The money we receive from the sale (after paying our costs) will reduce the amount that you owe us under the contract. If we do not receive sufficient money from the sale to pay the amount that you owe, you will still owe us the difference. If we receive more than the amount that you owe, the excess will be paid to you, unless they must first be paid to another party.

Prior to the sale, you can retrieve your property by paying us the full amount that you owe (not just the past due amount), plus any expenses related to the sale. To find out the exact amount you owe, or for further information about the property, please contact us at _____ *[insert phone number]*.

If you would like a written explanation about how we calculated the amount that you owe us, then upon request we will provide you with a written explanation.

We are also providing this notice to the following parties who have an interest in the property or who owe money under the contract:

[insert the names and addresses of other parties receiving the notice].

[NAME OF SECURED PARTY]

Secured Party's Signature

Address of Secured Party

Phone No(s).

THIS IS A 2-PAGE FORM.